



Job Description

Post Title :	Midday Supervisor	Post No:	
Department:		Grade:	BEXLEY04
Responsible to:	Senior Midday Supervisor		
Responsible for:	None		
Functional links with:	Pupils, Teachers and other school staff		
Main purpose of the job:			
To work under the direct instruction of the Senior Midday Supervisor to provide support for the pupils.			
Major Duties and Responsibilities:			
- Securing the safety, welfare and good conduct of pupils during the midday break period. - Supervising the pupils in the dining hall, playground areas and school premises and may include ancillary associated duties (i.e. cleaning up spillages, ensuring tables are clean etc) and ensuring the maintenance of good order and discipline. - To work together as a team to ensure children are supervised at all times. - To keep children suitably occupied inside the building in the event of bad weather. - To encourage the children to behave well by following the school's behaviour policy. - To play games with the children on the playground. - To carry out minor First Aid, fill in the Accident book and any other necessary paperwork. - To report all serious incidents to the School Business Manager and Head teacher.			
Resources:			
Job Activities:			
- Uses initiative and common sense and is assertive and consistent in any contact with pupils in order to achieve the level of discipline required to maintain order. - Exercises judgement in reporting any serious concerns about behaviour or possible safety or security risks. - Expected to be aware of, and comply with, relevant legislation and codes of practice particularly the Health and Safety at Work Act. - Working outside in playground. - Toilet areas, off the playground, to be checked at regular intervals to ensure children's safety. - Report to the class teacher and Senior Midday Supervisor any children who are consistently not eating their meals.			
Signed by:	Post holder:	Date:	
	Line Manager:	Date:	
	Job Assessor: (if required)	Date:	

Person Specification

	Essential	Desirable
Qualifications	• Safeguarding certificate • DBS certificate	• First Aid at Work certificate
Experience	• Able to demonstrate ability to work constructively as part of a team.	• Experience of working / volunteering in a school environment.
Knowledge and Skills	• Ability to work effectively as part of a team. • Ability to supervise young children. • Knowledge of a playground games and activities suitable for young children.	• An understanding of positive behaviour management techniques. • An understanding of and commitment to equal opportunities for all pupils. • An understanding of basic child protection procedures.
	• Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary • Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation • Ability to listen to customers and understand their needs • Ability to tailor your approach to each conversation to be appropriate to the customer, responding clearly with fine shades of meaning, even in complex situations.	•